

September 7, 2011

MEMORANDUM TO ALL DEPARTMENT EMPLOYEES

SUBJECT: Policy Statement on Diversity, Inclusion, and Respect

The policy of the Department of Education (ED) is to ensure that diversity, inclusiveness, and respect are integral parts of our day-to-day management and work. One of our core missions at ED is to ensure equal access to educational opportunities. In order for us to carry out this mission, we must set a strong example in our own workforce and continue to acknowledge, appreciate, and respect the differences we recognize in one another.

It is our very differences and varying individual perspectives that make our nation, and our workplace, the best it can be. Ensuring diversity helps create a positive work environment where all employees have the opportunity to reach their full potential and maximize their contributions to ED's mission. In addition, we recognize that continued success in meeting the needs of our employees and customers, both internal and external, requires the full and active participation of talented and committed individuals. In essence, diversity includes all the characteristics, experiences, and cultural influences that make each of us unique individuals.

All individuals are welcome at ED, and all individuals, regardless of race, color, age, national origin, sex, gender identity, religion, disability, genetic information, sexual orientation, marital status, political affiliation, parental status, or engagement in prior Equal Employment Opportunity activities, will be treated with respect and dignity. By fostering an atmosphere of inclusion and respect, we can continue to value and appreciate the strengths afforded by differences in the styles, ideas, and organizational contributions of each person. Diversity not only complements our other organizational values of teamwork, leadership, empowerment, and service quality, but also encompasses the way we work, the work environment, and respect for all people and their ideas.

I count on each employee to make ED the best place to work based on principles of diversity.

/s/

Arne Duncan